United States Department of the Interior

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EMS TRANSMISSION: 01/16/04 Information Bulletin No. **CA-2004-013**

To: All California Offices

From: Deputy State Director, Support Services

Subject: Extension of FY 2002 Instruction Memoranda

The FY 2002 Instruction Memoranda (IMs) identified on the attached list have been extended at the request of the program office. The new, and final, expiration date for these directives is 09/30/2004. Long-term policy and procedures included within these IMs must be incorporated in a permanent directive (manual supplement or handbook) or reissued as a new instruction memorandum. Information Bulletins are self expiring and may not be extended.

Any questions pertaining to this Information Bulletin may be directed to Richard Erickson (916-978-4303) or Louise Tichy (916-978-4301).

Signed Karen Barnette Authenticated Louise Tichy Records Management

1 Attachment

1 - Extended Directives Listing (1 pg)